



400 N. Iron Street, Salem, Missouri 65560  
(573) 729-4811 Fax (573) 729-5371  
www.salem-mo.com

## UTILITY COMMITTEE MEETING MINUTES

September 23, 2021

Salem Community Center @ The Armory, 1200 W. Rolla Rd.

6:05 PM

### In Attendance:

**Members:** Chairman Shawn Bolerjack, Alderwoman Kala Sisco, Catherine Dent, Gary Brown, Nathan Kinsey, Mayor Kim Steelman (Ex Officio via Zoom)

**City Staff:** Public Works Director Mark Nash

**Visitors:** Alderman Kevin James, Jeff Medows (Archer-Elgin), Caleb Brubaker (Salem News), Stephanie Sutherland, Tammy Walker, Arlen Walker

**Update on Utility Billing** – Public Works Director Nash reported that they have pulled readings recently for 08/15/2021 – 09/15/2021 consumption and are on track to send bills out the first of October. For the 07/15/2021 – 08/15/2021 bill, there were 88 accounts disconnected, 66 accounts were restored within days. Nine accounts are remaining that have not paid their bills and are still disconnected. SAHFR was mentioned again and was asked to have it included with the next utility bill.

**Audit of Utility Meter/Billing Project Update** – Mr. Nash reported that one firm has submitted information yesterday that has shown interest in the project. City Administrator Walden and Mr. Nash will review the information and will share with the committee at a future meeting.

**Update on Utility Bill Layouts** – Alderman Bolerjack shared that Incode is currently working on this request. As soon as samples and estimates are available, they will be presented to the committee for their review.

**FY21-22 Utility & Street Department/Projects Update** – Mr. Nash said that they are doing general street maintenance. New paving on some streets have been paused until the city receives the financial audit results from the city's auditor. When paving of streets are resumed, Nash said some streets will still have to be chip and sealed since their base is not good enough to handle the weight of the equipment to do the NovaChip. The city is hoping to do some new paving next year. The street department is working on a list of priority streets and in the future will put them up for bid. Jeff Medow of Archer-Elgin Engineering provided an update on projects they are currently working on. See attached document.

**Exceleron Pre-Paid Project Update** – Mr. Nash shared that the city meets with Exceleron weekly and are making progress on this project. Exceleron is reviewing the city's different rate structure (e.g. electric rate within city, electric rate outside city, etc.). Mr. Nash said that the target date to go live with the

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Kimberly Steelman

#### ALDERMEN

East Ward  
Shawn Bolerjack  
Kala Sisco

West Ward  
Greg Parker  
Kevin James

PARKS AND RECREATION: Melissa DuBois  
POLICE DEPARTMENT: Joe Chase



PUBLIC WORKS: Mark Nash  
UTILITIES: Jennifer Cochran

CITY ADMINISTRATOR  
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Tammy Koller  
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James Weber

ECONOMIC DEVELOPMENT: Sally Burbridge  
BUILDING INSPECTION: Jarred Brown



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program is October or November after a successful soft launch. Exceleron will help recommend policies for this program.

Having no further business, the meeting was adjourned by Chairman Bolerjack at 7:18 PM.

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## Project Updates

09/23/2021

Utility Committee Update

City of Salem				
Active Engineering Projects				
Title/Task Description	Dept	Scheduled Completion Date	Status Notes/Comments	
WWTP Improvements Ph 2	Wastewater	12/31/23	✓	Design contract approved 5/17/21. See Variance discussion.
Hwy J/72 Sewer Ext.	W/WW	2/1/22		Contractor started work first of August. 210 calendar day contract. Hwy J bore complete. Force main installed between Sta 11+00 to 40+00. Ongoing pipe fusion. Ongoing submittal process.
Westwood & Ballpark LS	WW	TBD		Ballpark LS startup and training complete, pending final walkthru. Westwood partial startup has been performed. 2 pumps damaged during shipping and awaiting replacement. PS is operational using the spare pump. Punchlist walkthrough with City and Contractor performed 9/21/21. Final Pay Applications submitted.
WWTP Variance Request	Wastewater	Ongoing		Variance Request recommended to CWC by MDNR staff. Anticipate comments from CWC & EPA. Will address hourly as stated in TO 2. CWC approved variance. Awaiting US EPA action. EPA has begun discussions with MDNR. Discussions of handling improvement schedule as Permit Schedule of Compliance instead of actual Variance.
2020 CIPP	Wastewater	TBD		Received Insituform pricing based upon scope received from City in early 2020. Recent discussions with Donnie may change the scope and location of improvements.
MoDOT ADA Self Assessment		3/12/21		Submittal to MoDOT completed.
Downtown Revitalization (TAP)	Streets/Elect	TBD		TAP grant approved March 2021. MoDOT/City agreement executed. Archer received notice to proceed last week. Preliminary drawings complete. Initiating R/W certification and environmental review per MoDOT requirements. Will need easements from all property owners in order to connect the sidewalk to the store fronts.
Well 8	Water	TBD		BOA approved land purchase. AE preparing Task Order for preliminary engineering report and design of well and water tower.
Soccer Fields Park Plan (LCWF Grant Application)	Parks	TBD		City received notification of LCWF grant approval late March 2021. Schedule to be determined
Hwy 19 S. Annexation - Utility Review	W/WW	TBD		Manholes delivered to site week of 9/7/21. Contractor working with property owner to get equipment out of the way and get granular bedding delivered to site.
Pre-treatment Ordinance		Oct-21		Task Order approved 4/5/21. Kickoff meeting held with City staff 5/27/21. Reviewed information needed from City. Delivered industrial user surveys for distribution. Working to schedule meeting between City and MDNR. Received water/sewer billing information from City. Reviewing commercial business license data. Awaiting marked up mapping from City. MDNR will Public Notice the plan once approved. Additional public meetings can occur during plan development.
Industrial Certified Sites Survey	Econ Dev	Complete		Survey delivered summer 2020. Awaiting further direction
Mississippi Valley Forest Products Roadway Development	Streets	TBD		Legal descriptions provided 1/19. On hold. Prepared Cost Estimate to construct concrete road to back of PH property. 8/20 City/Owner requested easement length to match Commercial Drive. Archer provided updated description 9/9/20
Industrial Park Water Tower Painting	Water	TBD		Discuss schedule w/ City. Concern about taking tower out of service before new well/tower in service
Sanitary Sewer Flow Metering Update	WW	TBD		AE working on scope and Task Order